

Planned Purchase Request

Project Title: Planned Purchases for FY20 _____		ITS Project # (IT Plan): _____	
Stimulus (ARRA) Funds? Yes__ No __			
Customer Contact Information			
Agency/Institution: Address:		Contact Person: Phone: Fax: Email Address:	
SAAS Codes (only required from state agencies) Provider Code: Agency Code:		Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary			
Narrative Description of Project			
Cost Estimates <i>Fiscal Year</i>		<i>Initial Costs</i>	
Total			
Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)			
Anticipated Lifecycle of Products/System (i.e. estimate years effective use)			
Acquisition Details			
Items Requested:			
Name	Quantity	Description	EPL Name and Number
Describe any project utilization or connectivity to the State’s infrastructure (voice/data/video networks; State Data Center; eGovernment portal, payment engine, hosting, co-location; security; VPN, firewalls):			
Progress to Date: What has been done related to this project and utilization?			
Vendors Contacted: For a Planned Procurement, you must attach the written quotes received from EPL vendors, accompanied by any substitutions letter(s) if applicable. Also attach a printout of the EPL page containing the product to be acquired and verify that vendor pricing is the same or less than EPL pricing. For acquisitions up to \$1,000,000.00, attach a minimum of two vendor quotes. Above \$1,000,000.00, attach a minimum of three vendor quotes.			
Selection and Justification: Indicate the selected vendor(s) from the quotation received. (1) If the quotes requested were brand-specific, please include documentation on how the manufacturer standard was established. See ITS Procurement Handbook, <i>0190-030 Setting a Manufacturer Standard</i> for requirements. (2) If quote chosen was not the low cost, provide substantial justification for the selection.			
Name and official title of agency executive to whom Planned Procurement authorization letter will be addressed:			
Name:		Title:	